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ABSTRACT

This document contains the occupational duty/task lists for two occupations in the word processing series. Each occupation is divided into 9 or 10 duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are word processing operator I and II. A progress chart is provided for tracking individualized instruction. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (YLB)

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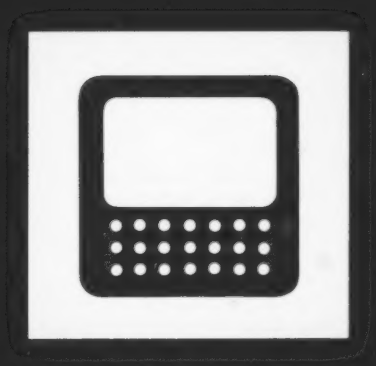
DUTY TASK LIST



WORD PROCESSING OPERATOR I
WORD PROCESSING OPERATOR II

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:
1-800-654-4502.
Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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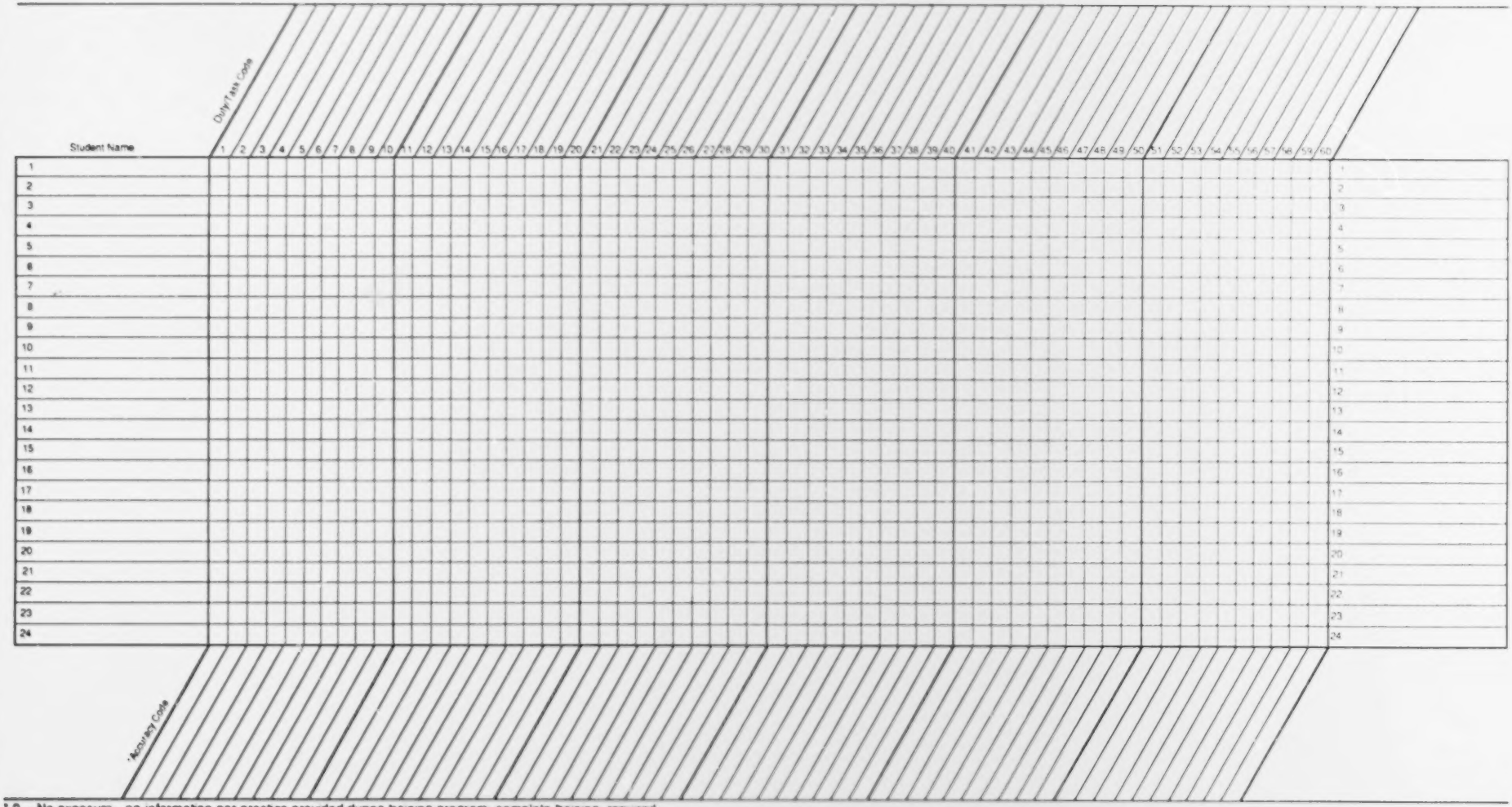
PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date



* 0 = No exposure - no information nor practice provided during training program, complete training required
1 = Exposure only - general information provided with no practice time, close supervision needed and additional training required
2 = Limited practice - has practiced during training program, additional training is required to develop skill
3 = Moderately skilled - has performed independently during training program, limited additional training may be required
4 = Skilled - can perform independently with no supervision

This chart may be duplicated as needed

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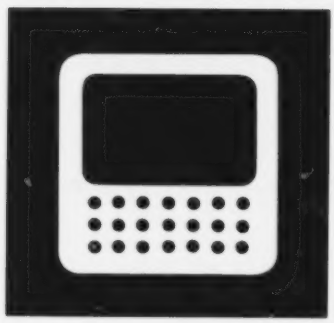
**This chart is intended for teacher file use only. Do not post

DUTY/TASK LISTS

WORD PROCESSING SERIES



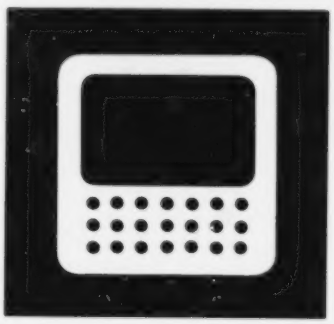
OCCUPATIONS:

1. Word Processing Operator I
2. Word Processing Operator II

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

WORD PROCESSING SERIES



OCCUPATION 1: WORD PROCESSING OPERATOR I

DUTIES:

A. Demonstrate Knowledge of Basic Concepts of Word Processing
B. Demonstrate Correct Start-Up Procedure
C. Name/Input/Save/Retrieve Documents and Perform Basic Revisions
D. Print Documents and Demonstrate Print Controls
E. Format Documents and Use Formatting Commands and Enhancement Features
F. Perform Block Commands
G. Perform Pagination, Header/Footer, and Global Functions
H. Perform File Commands
J. Perform Proofreading and Records Management Functions

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: WORD PROCESSING OPERATOR I

DUTY: Demonstrate Knowledge of Basic Concepts of Word Processing

CODE	TASK	TAUGHT	COMMENTS
A.01	Describe the role of word processing in the modern office		
A.02	Identify career opportunities and job positions in word processing		
A.03	Define basic word processing terminology		
A.04	Discuss basic word processing functions and commands		
A.05	Explain the difference between hardware and software		
A.06	Demonstrate correct operation and care of word processing hardware and software		
A.07	Utilize reference books, manuals, and quick reference cards		
A.08	Set priorities for tasks and organize word station		

OCCUPATION: WORD PROCESSING OPERATOR I

DUTY: Demonstrate Correct Start-Up Procedure

CODE	TASK	TAUGHT	COMMENTS
B.01	Identify hardware components and their uses		
B.02	Review software and its features		
B.03	Perform system start-up		
B.04	Load word processing program		
B.05	Respond appropriately to program menus or prompts		
B.06	Identify command/function keys		

OCCUPATION: WORD PROCESSING OPERATOR I

DUTY: Name/Input/Save/Retrieve Documents and Perform Basic Revisions

CODE	TASK	TAUGHT	COMMENTS
C.01	Name a document		
C.02	Input text		
C.03	Save a newly created document		
C.04	Retrieve an existing document		
C.05	Use cursor movement keys to scroll text both horizontally and vertically		
C.06	Make revisions using insert, replace, and delete		

OCCUPATION: WORD PROCESSING OPERATOR I

DUTY: Print Documents and Demonstrate Print Controls

CODE	TASK	TAUGHT	COMMENTS
D.01	Print single or multiple copies of documents		
D.02	Select print options available on word processing system		
D.03	Print documents on single sheets or continuous paper		

OCCUPATION: WORD PROCESSING OPERATOR I

DUTY: Format Documents and Use Formatting Commands and Enhancement Features

CODE	TASK	TAUGHT	COMMENTS
E.01	Identify status lines		
E.02	Set or change margin settings, line spacing, and pitch		
E.03	Set top and bottom margins and page length parameters		
E.04	Change or set regular, decimal, and flush right tabs		
E.05	Format documents to print with justified or unjustified right margin		
E.07	Center a line of text horizontally		
E.08	Perform required page end or page break		
E.09	Underline text		
E.10	Use boldface		

OCCUPATION: **WORD PROCESSING OPERATOR I**

DUTY: **Perform Block Commands**

CODE	TASK	TAUGHT	COMMENTS
F.01	Mark blocks of text		
F.02	Copy, move, and delete blocks of text		

OCCUPATION: WORD PROCESSING OPERATOR I

DUTY: Perform Pagination, Header/Footer, and Global Functions

CODE	TASK	TAUGHT	COMMENTS
G.01	Paginate and hyphenate a document		

OCCUPATION: WORD PROCESSING OPERATOR I

DUTY: Perform File Commands

CODE	TASK	TAUGHT	COMMENTS
H.01	Initialize or format a diskette		
H.02	List file directory, catalog, or index		

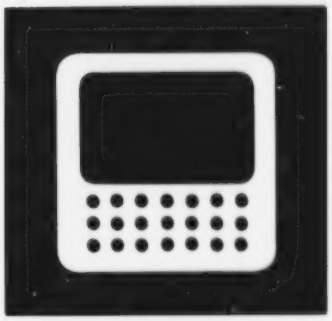
OCCUPATION: WORD PROCESSING OPERATOR I

DUTY: Perform Proofreading and Records Management Functions

CODE	TASK	TAUGHT	COMMENTS
J.01	Use internal spelling check function and correct errors, making revisions to dictionary as needed		
J.02	Proofread and correct documents for typographical and grammatical errors		
J.03	Produce mailable copies		

DUTY/TASK LIST

WORD PROCESSING SERIES



OCCUPATION 2: WORD PROCESSING OPERATOR II

DUTIES:

A. Demonstrate Knowledge of Basic Concepts of Word Processing
B. Demonstrate Correct Start-Up Procedure
C. Name/Input/Save/Retrieve Documents and Perform Basic Revisions
D. Print Documents and Demonstrate Print Controls
E. Format Documents and Use Formatting Commands and Enhancement Features
F. Perform Block Commands
G. Perform Pagination, Header/Footer, and Global Functions
H. Perform File Commands
I. Use List/Merge Functions
J. Perform Proofreading and Records Management Functions

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Demonstrate Knowledge of Basic Concepts of Word Processing

CODE	TASK	TAUGHT	COMMENTS
A.01	Describe the role of word processing in the modern office		
A.02	Identify career opportunities and job positions in word processing		
A.03	Define basic word processing terminology		
A.04	Discuss basic word processing functions and commands		
A.05	Explain the difference between hardware and software		
A.06	Demonstrate correct operation and care of word processing hardware and software		
A.07	Utilize reference books, manuals, and quick reference cards		
A.08	Set priorities for tasks and organize work station		

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Demonstrate Correct Start-Up Procedure

CODE	TASK	TAUGHT	COMMENTS
B.01	Identify hardware components and their uses		
B.02	Review software and its features		
B.03	Perform system start-up		
B.04	Load word processing program		
B.05	Respond appropriately to program menus or prompts		
B.06	Identify command/function keys		

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Name/Input/Save/Retrieve Documents and Perform Basic Revisions

CODE	TASK	TAUGHT	COMMENTS
C.01	Name a document		
C.02	Input text		
C.03	Save a newly created document		
C.04	Retrieve an existing document		
C.05	Use cursor movement keys to scroll text both horizontally and vertically		
C.06	Make revisions using insert, replace, and delete		

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Print Documents and Demonstrate Print Controls

CODE	TASK	TAUGHT	COMMENTS
D.01	Print single or multiple copies of documents		
D.02	Select print options available on word processing system		
D.03	Print documents on single sheets or continuous paper		
D.04	Print documents on prepared forms		

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Format Documents and Use Formatting Commands and Enhancement Features

CODE	TASK	TAUGHT	COMMENTS
E.01	Identify status lines		
E.02	Set or change margin settings, line spacing, and pitch		
E.03	Set top and bottom margins and page length parameters		
E.04	Change or set regular, decimal, and flush right tabs		
E.05	Format documents to print with justified or unjustified right margin		
E.06	Set, save, and recall an alternate format or macro		
E.07	Center a line of text horizontally		
E.08	Perform required page end or page break		
E.09	Underline text		
E.10	Use boldface		
E.11	Use superscripts and subscripts		
E.12	Overprint and strike-out characters		

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Perform Block Commands

CODE	TASK	TAUGHT	COMMENTS
F.01	Mark blocks of text		
F.02	Copy, move, and delete blocks of text		

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Perform Pagination, Header/Footer, and Global Functions

CODE	TASK	TAUGHT	COMMENTS
G.01	Paginate and hyphenate a document		
G.02	Create and print page headers and footers		
G.03	Control automatic page numbering		
G.04	Search a document to locate, delete, or replace specific characters		

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Perform File Commands

CODE	TASK	TAUGHT	COMMENTS
H.01	Initialize or format a diskette		
H.02	List file directory, catalog, or index		
H.03	Perform file manipulation tasks (i.e. deletion, duplication, renaming)		

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Use List/Merge Functions

CODE	TASK	TAUGHT	COMMENTS
I.01	Explain the principles of merging and variable insertion		
I.02	Prepare primary and variable documents		
I.03	Print variable insertion documents		

OCCUPATION: WORD PROCESSING OPERATOR II

DUTY: Perform Proofreading and Records Management Functions

CODE	TASK	TAUGHT	COMMENTS
J.01	Use internal spelling check function and correct errors, making revisions to dictionary as needed		
J.02	Proofread and correct documents for typographical and grammatical errors		
J.03	Produce mailable copies		
J.04	Maintain and update daily production logs, files, and disks		